
SECTION: CERTIFICATION

SUBJECT: Eligibility Requirement

ITEM: *Proof of Address*



Policy

Applicants/participants shall reside in the State of California in order to be eligible for program benefits. Local agencies shall require an applicant/participant to provide proof of address at each certification. Length of residency is not a requirement for eligibility. If the applicant/participant fails to present acceptable proof of address as prescribed below, the local agency may allow the applicant/participant to self-declare their address for a maximum of 30 days in accordance with the guidelines set forth below, except persons for whom proof of address presents an unreasonable barrier to participation.

Basis for Policy

7CFR 246.2 (definitions)
7CFR 246.7 (c)(1)(i)
7CFR 246.7 (l)(2) and (n)
WRO Policy Memo 803-AI

Proof of address

Local agencies shall require each applicant/participant to provide proof of address. Documents acceptable as proof of address include but are not limited to, current utility bill, rent/mortgage receipt, property tax bill, etc., in the name of the applicant/participant, spouse or parent of the applicant/participant's expected child or child under the age of five years.

Prior to a certification appointment, the local agency may send the participant a postcard or letter, to the participant's stated address, to be returned by the participant at the certification appointment, if needed, as proof of address.

If the local agency has reason to question the rent receipt, the agency may request verification from the party renting the property.

ISIS record

Local agency staff shall record the type of document viewed as proof of address on the Integrated Statewide Information System (ISIS) Family Comments screen, or in any other data field designated for this purpose. When a signed statement is used as proof of address, a brief notation shall also be recorded in ISIS Comments explaining why the applicant/participant could not produce proof of address

Definition of homeless

An applicant/participant who:

1. lacks a fixed and regular nighttime residence, or
 2. has a primary nighttime residence that is
 - a public or private shelter, including a welfare hotel, a congregate shelter, a shelter for domestic violence designated to provide temporary living accommodation,
 - an institution that provides temporary residence for individuals intended to be institutionalized,
 - a temporary accommodation of not more than 365 days in the residence of another individual, or
 - a public or private place not designated for, or ordinarily used as, a regular accommodation for human beings.
-

Definition of migrant farmworker

Migrant farmworkers and their family members are defined by federal regulation as individuals whose principal employment (over 50 percent) is in agriculture on a seasonal basis, who have been so employed within the last 24 months, and who establish a temporary residence for the purpose of such employment.

Examples of employment in agriculture include: field worker, cannery worker, packing shed worker, farm equipment operator, harvester, logger, timber worker, log hauler (e.g., timber, crops).

Note: Commuting does not constitute establishing a temporary residence.

Definition of remote Indian or Native Village

Remote Indian or Native village means an Indian or Native village that

- is located in a rural area,
- has a population of less than 5,000 inhabitants, and
- is not accessible all year by means of a public road.

The term public road means any road or street under the jurisdiction of and maintained by a public authority and open to public travel.

Applicants/Participants Lacking Proof of Address

Possess documentation, but fail to bring it to the appointment

If an applicant/participant meets all other eligibility criteria at certification, but fails to bring acceptable proof of address to the appointment, a local agency may permit an applicant/participant to self declare address for a **maximum of 30 days**, certify, issue a WIC Authorization Folder, and issue **only** one month of food instruments. The agency shall:

- Place a “hold” on the printing of food instruments in the ISIS record,
- Enter a note in Family Comments that address documentation is required at the next appointment,
- Clearly inform the participant of: (1) the necessary documents needed within 30 days, (2) the consequences of not providing the documents, and
- Schedule a new appointment within 30 days.

If the applicant/participant returns with the documentation within 30 days and is found eligible, the certification period shall begin with the month food instruments were initially provided.

Should the applicant/participant fail to provide the documentation within 30 days, the applicant/participant/family shall be determined ineligible. While the applicant/participant must be given the opportunity to appeal this action, the case remains an initial determination and does not require a 15-day advance written notice of action (DHS 4304). The determination of ineligibility is effective immediately.

Note that if the applicant/participant fails to return with the needed documentation, only the Disqualify process can be used in ISIS to later terminate eligibility in mid-certification period. The agency shall:

- Use the ISIS Disqualification process. Go to the Recertify Family, “Assign Disqualify Code – Family” screen:
 - If the participant failed to provide income documentation within 30 days (at the next appointment) select Disqualify Code 06, “Documentation not adequate to certify eligibility,”
 - In answer to the question “For each family member, enter the number of months of vouchers to be issued,” select 0 (zero).
 - Record the Determination of Ineligibility in Family Comments.
 - Issue Form DHS 4134, “Notice of Action Affecting WIC Program Applicants,” to the applicant/participant. **(Do not use Form 4304.)**
-

**Cannot
provide
documenta-
tion**

Self declaration of address is not allowed for more than 30 days **except** for persons to whom proof of address presents an unreasonable barrier to participation. For example, if an applicant/participant is a:

- migrant farmworker,
- homeless individual,
- pregnant teen turned out of her home,
- victim of a disaster,
- resident of a remote Indian or Native village, or
- resident of a rural location where there is no mail delivery.

In such instances the applicant/participant must sign a statement attesting to their address. Such statement shall be kept in the local agency records. When a signed statement is used as proof of address, a brief notation shall also be recorded in ISIS Comments explaining why the applicant/participant could not produce proof of their address.

Note: A simple handwritten note signed and dated by the applicant/participant is sufficient. Further, a resident of a remote Indian or Native village, or served by an Indian tribal organization and residing on a reservation or pueblo, shall provide their mailing address and the name of the remote Indian or Native village.
